GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services   FSC Class: R608

Contract number: GS-00F-216DA
Contract period: July 14, 2016, through July 13, 2026

Friends Interpreting Services, LLC.
182 Posting Way
Charles Town, WV 25414
Phone: (304) 809-0325
Fax: (304) 728-3199
https://friendsinterpretingservices.com/

Contract administration source:
Alice Ann Friends
Email: FIS@friendsinterpretingservices.com

Business size: Small Business

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Price list current as of Modification # PS-16 dated 8-11-2022

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541930</td>
<td>Translation &amp; Interpretation Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See page 5

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

Friends Interpreting Services, LLC strives to maintain the highest standards; therefore, interpreters and CART Providers are qualified and adhere to the following requirements:

**American Sign Language (ASL) Interpreter:**
- Adhere to RID/NAD Code of Professional Conduct
- Fluent in Sign Language with ability to effectively interpret.
- Familiar with terminology and provisions of American with Disabilities Act (ADA).
- Associates or 4 years experience
- Minimum of 2 years' experience

**Video Remote Interpreter:**
- Adhere to RID/NAD Code of Professional Conduct
- Fluent in Sign Language with the ability to effectively interpret.
- Familiar with terminology and provisions of American with Disabilities Act (ADA).
- Skilled in various technology platforms and interpreting in a virtual environment.
- Associates degree or 4 years experience

**CART on-site:**
- Certification by the National Court Reporter’s Association (NCRA).
- Adhere to the NCRA Code of Professional Ethics.
- Provide accurate and complete captioning.
- Demonstrate professional conduct and promptness.
- Minimum of 1 year experience.
- Associates or 2 years experience
**CART remote:**
- Certification by the National Court Reporter’s Association (NCRA).
- Adhere to the NCRA Code of Professional Ethics.
- Provide accurate and complete captioning.
- Demonstrate professional conduct and promptness.
- Skilled in various technology platforms and providing services in a virtual environment.
- Minimum of 1 year experience.
- Associates or 2 years experience

2. Maximum order: $350,000

3. Minimum order: $100

4. Geographic coverage (delivery area). Domestic Only, 50 States, DC, PR

5. Point(s) of production (city, county, and State or foreign country). Friends Interpreting Services, LLC., 182 Posting Way, Charles Town, WV 25414

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. 1.00% for orders exceeding $25,000, 2.00% for orders exceeding $50,000

8. Prompt payment terms. 1%-5 day, Net-30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. Specified on Task Order

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

11. F.O.B. point(s). Destination

12a. Ordering address(es). Friends Interpreting Services, LLC. ATTN: Alice Ann Friends, PPS Program Manager, 182 Posting Way, Charles Town, WV 25414

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es). Friends Interpreting Services, LLC., P.O. Box 905, Ranson, WV 25438
14. Warranty provision. Not applicable

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable).

Cancellation Policy: Client will be billed for the full requested time for any assignment day not cancelled by the request start time three full business days to the hour before the scheduled event. (i.e., an assignment Tuesday at 12p, after a weekend with no holidays, must be cancelled by the prior Thursday at 12p to avoid the cancellation charge).

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. Not Applicable

23. Unique Entity Identifier (UEI) number. VJ1RLKHJ2LF3

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM
### GSA Schedule Price List

Prices are shown by labor category and the pertaining contract period.

**SIN 541930 SERVICES FOR THE VISUAL AND HEARING IMPAIRED**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Language Service Performed</th>
<th>Service Type Specified</th>
<th>Unit of Issue</th>
<th>Price Offered to GSA (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>541930</td>
<td>Sign Language Interpreter</td>
<td>Sign Language Interpreting</td>
<td>Hour (3 hr min)</td>
<td>$75.81</td>
</tr>
<tr>
<td>541930</td>
<td>Sign Language Interpreter (requested less than 5 full business days notice)</td>
<td>Sign Language Interpreting</td>
<td>Hour (3 hr min)</td>
<td>$94.76</td>
</tr>
<tr>
<td>541930</td>
<td>Sign Language Interpreter (requested less than 1 full business day notice, or evenings and weekends)</td>
<td>Sign Language Interpreting</td>
<td>Hour (3 hr min)</td>
<td>$113.71</td>
</tr>
<tr>
<td>541930</td>
<td>Video Remote Interpreting</td>
<td>Video Sign Language Interpreting</td>
<td>Minute (15 min min)</td>
<td>$3.43</td>
</tr>
<tr>
<td>541930</td>
<td>On-site CART</td>
<td>On-Site Transcription, Real Time Captioning, CART</td>
<td>Hour (3 hr min)</td>
<td>$192.60</td>
</tr>
<tr>
<td>541930</td>
<td>On-site CART (requested less than 5 full business days)</td>
<td>On-Site Transcription, Captioning, CART</td>
<td>Hour (3 hr min)</td>
<td>$240.30</td>
</tr>
<tr>
<td>541930</td>
<td>On-site CART (requested less than 1 full business day)</td>
<td>On-Site Transcription, Captioning, CART</td>
<td>Hour (3 hr min)</td>
<td>$289.00</td>
</tr>
<tr>
<td>541930</td>
<td>Remote CART</td>
<td>On-Site Transcription, Captioning, CART</td>
<td>Hour (3 hr min)</td>
<td>$153.00</td>
</tr>
<tr>
<td>541930</td>
<td>Remote CART (requested less than 5 full business days)</td>
<td>On-Site Transcription, Captioning, CART</td>
<td>Hour (3 hr min)</td>
<td>$191.94</td>
</tr>
<tr>
<td>541930</td>
<td>Remote CART (requested less than 1 full business day)</td>
<td>On-Site Transcription, Captioning, CART</td>
<td>Hour (3 hr min)</td>
<td>$230.93</td>
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</table>
Service Contract Labor Standards Matrix:

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category/Fixed Price Service</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Language Interpreter</td>
<td>30130- Interpreter (Sign Language)</td>
<td>1988-0742</td>
</tr>
<tr>
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</tr>
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The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (***) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).